

FOOD SAFETY CHECKLIST

Observer: _____

Date: _____

Directions: Complete this checklist daily to monitor food safety and sanitation practices.

PERSONAL HYGIENE	Yes	No
Employees wear clean and proper clothing, including closed-toe shoes		
Effective hair restraints, such as a hairnet or hat, are properly worn		
Hands are washed properly, frequently, and at appropriate times		
Eating, chewing gum, smoking and using tobacco are allowed only in designated areas away from preparation, service, and food storage		
Staff beverages have lids, and are kept where they cannot spill onto foods		
Employees use disposable tissues when coughing or sneezing, and immediately wash hands and change gloves		
Hand sinks are stocked with soap, disposable towels and warm water		

FOOD PREPARATION	Yes	No
Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use		
Frozen food is thawed under refrigeration, in the microwave, cooked to proper temperature from frozen state, or in cold running water		
Food is handled with suitable utensils, such as single use gloves or tongs		
Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils or the floor		
Food is cooked to the proper internal temperature and is tested with a clean, calibrated thermometer. Temperature is documented.		

REFRIGERATOR AND FREEZER	Yes	No
Refrigerator and freezer units are clean and neat		
Refrigerator temperature is at or below 41°F		
Food is protected from contamination		

FOOD STORAGE AND DRY STORAGE	Yes	No
All food is stored 6-8 inches off the floor		
Food is stored in the original container or a food grade container		
There are no bulging or leaking canned goods		
Food is protected from contamination		
Chemicals are clearly labeled and stored away from food		

UTENSILS AND EQUIPMENT	Yes	No
Utensils and equipment are cleaned and sanitized between uses		
Work surfaces and utensils are clean		
Food cart or container used to transport food is cleaned daily		
Thermometer is cleaned and sanitized between uses		
Can opener is clean		

DISHWASHING	Yes	No
Three-compartment sink is properly set up for ware washing OR dish machine is working properly		
Water temperatures are correct		
Smallware and utensils are allowed to air dry		

GARBAGE STORAGE AND PEST CONTROL	Yes	No
Kitchen garbage cans are clean and emptied as necessary		
Boxes and containers are removed from site		
No evidence of pests is present		